



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 58

OPEN TO: All Qualified Candidates

POSITION: HVAC Appliance Mechanic, FSN – 4; FP- AA
Depending on qualifications and experience,
incumbent may be hired at a trainee grade.

OPENING DATE: December 27, 2005

CLOSING DATE: January 10, 2006 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of HVAC Appliance Mechanic in the Facilities Maintenance Office.

BASIC FUNCTION: The incumbent performs maintenance and repair on HVAC systems and equipment, appliances and utilities for all U.S. government office buildings in the Chancery, General Services Office (GSO), Commissary, ARA and American Center.



MAJOR DUTIES AND RESPONSIBILITIES:

✚ Performs routine and emergency maintenance and repairs on Chancery central air conditioning systems including chiller, air handler, compressor, condenser, chilled water pump, fan coil unit and its related pneumatic and electronic controls systems.



✚ Works on all other compact split and package type AC unit, heat pump, energy recovery ventilator, freezer, ice machine, air cleaner, dehumidifier, air screen, big and walk-in-freezer and water systems for all office buildings.

✚ Receives work order, plans daily work with required tools/materials and performs task in accordance with checklist, manual, engineering drawing as appropriate, indicates labor hour and material costs upon completion. May perform special project and other duties as assigned.

QUALIFICATIONS REQUIRED:

1. **Education:** Completion of Secondary School Certificate (SSC) and vocational/trade course on related field.
2. **Language Proficiency:** Level II (limited knowledge) spoken and written in English & fluency in Bangla.
3. **Prior Work Experience:** Five years working experience out of which two years as journeyman or master mechanic in installation, operation, maintenance and repair of air-cooled reciprocating and screw type chillers for central air conditioning systems and related control systems.
4. **Knowledge:** Thorough knowledge on different type of central air conditioning systems and equipment, pneumatic and electronic controls, different type of compact split and package AC, refrigerants, pumps, motors and electrical connections.
5. **Skills and Abilities:**
 - ✚ Must exercise all established safety standards and codes.
 - ✚ Must be able to read and understand work orders, quick diagnosis fault on chiller systems and troubleshooting.
 - ✚ Ability to work independently from sketch and engineering drawing.



-  Ability to use modern tools, meters and testing equipment.
-  Ability to lift heavy motor, pump and other equipment.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application Form.doc

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).** A copy is also attached hereto for your convenience.



OF-612.doc

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

NOTE: CV's will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.



NOTE: “Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”

The US Mission in Bangladesh is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age or sexual orientation.

Cleared by:

HRO: FM: FMO: MGT/C